

## BOARD OF SELECTMEN

Tuesday, April 9, 2019

The Board of Selectmen met on Tuesday, March 26, 2019 at 6:30 p.m. at the Town Hall (Clark Room). Those present were Chairman Nathan Brown, Kate Reid, Luke Ascolillo and Alan Lewis.

Kerry Kissinger participated remotely via Skype - In accordance with OML requirements for Remote Participation all votes taken during tonight's meeting shall be by roll call vote.

### ***Executive Session:***

Purpose: Non-union negotiations - Fire Chief

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** to enter into executive session pursuant to MGL Ch. 30A, §21(a) paragraph (2) to discuss negotiation strategy with respect to nonunion personnel (Bryan Sorrows), as an open meeting may have a detrimental effect on the Town's negotiating position and that afterwards the Board will return to open session.

ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

7:05PM Chairman Nathan Brown reconvened the meeting in open session.

### ***Community Input:***

1-Jeannie Geneczko (Maple Street) shared a newspaper Article regarding on the impact of non-native earthworms in the forests of northern North America. Native plant diversity in forests of northern North America is declining due to an invasion by earthworms introduced hundreds of years ago from Europe. The earthworms convert fallen leaves to humus which is a good thing if you're growing a garden, but, in a natural forest, it causes a fast-tracking of the release of nutrients instead of allowing the leaf litter to break down more slowly. The earthworms also burrow into the ground and disrupt the mutually beneficial symbiotic relationship between fungi and plants. The deep-burrowing worm species change the pH of upper soil layers by mixing in alkaline soil from deeper in the ground. The burrows carved out by earthworms also speed up the drainage of rainwater, drying the soil faster. The earthworms also consume the seeds and seedlings of some plant species, influencing what grows in the forest understory.

*A copy of the 2-page handout presented by Ms. Geneczko is attached.*

### ***FY18 Audit Report – Audit Committee***

The Board of Selectmen met with Town Auditor Matthew Hunt with Clifton Larson Allen, LLP and Finance Director Bonnie Fleck.

For the Fiscal year ending June 30, 2018, the town received a clean audit report and a management letter outlining a very small number of non-critical issues we are working to address. Revenues from all sources for the year were approximately \$27.6 million and expenses were \$27.2 million. Certified free cash reserves were approximately \$2.4 million and the Stabilization Fund was approximately \$1.2 million. Total general fund unassigned fund balances as a percentage of total general fund revenues and other financing sources was approximately 12.3%, which is quite healthy. Our bond rating is Aa1 which is effectively the highest possible given the size of the town. As of June 30, 2018 the town had approximately \$12.1 million in long term debt,

not including the Town's debt service obligations for the Concord-Carlisle Regional School District school construction.

On the motion made by Luke Ascolillo and seconded by Kate Reid, it was unanimously **VOTED** to accept the FY2018 Audit Report prepared by Clifton Larson Allen, LLP presented on April 9, 2019.

ROLL CALL VOTE: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

### ***Eagle Scout Project:***

The Board of Selectmen met with Robert Nichol Life Scout, Troop 1820 of Acton for an Eagle Scout Project presentation to cleanup Malcolm Meadows to make the area near an existing trail cleaner and safer and more enjoyable to the public.

The area is approximately 30 ft. x 10 ft. (300 square feet). The project involves coordinating volunteer crew members to remove large and small garbage and to clean up rock walls. The garbage will be taken to the Carlisle transfer station. If any items of historical significance are found, they will be donated to the Carlisle Historical Society. The crew will need to make multiple trips to the transfer station to dispose of the rubbish collected.

Expecting 10 participants for each of the three days (10 people x 3 days x 4 hours) = 120 hours.

Project Cost: \$100

Robert Nichol will donate \$50 toward the purchase of the wire mesh and 2x4s and a request to the Carlisle Conservation Commission to donate \$50 toward the purchase of garbage bags.

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** to approve the Eagle Scout Project for the Malcolm Meadows Conservation Land as presented by Robert Nichol Life Scout, Troop 1820 of Acton, Massachusetts and to further approve the use of the transfer station for the removal of rubbish found in the Malcolm Meadows Trail area.

ROLL CALL VOTE: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

### ***Complete Streets Projects Update:***

The Board of Selectmen met with Melynda Gambino and Peter Gambino for a brief update on the Complete Streets projects and timeline.

Melynda Gambino explained that there is a short window to finish the engineering and permitting and hire contractors. It's been decided that work will be done during the summer when school is not in session. Although this summer was the projected start date, it has been further decided that the town will request an extension to begin work in April 2020.

The state grant (\$250k) awarded to the town will pay for the following street safety improvement projects:

- 1) Install new Rectangular Rapid Flash Beacons (RRFB) at two Bedford Road crosswalks; one near the entrance to the Banta-Davis fields and the other at 142 Bedford Road.
- 2) Redesigning the Rotary to include realigned approaches, a truck apron and crosswalk improvements.
- 3) Constructing a sidewalk between East Street and the library crosswalk.

The town can apply for more funding after these projects have been completed.

April 29, 2019 Town Meeting Warrant Article No. 12 (\$50K) will be used to pay for two crosswalk light systems and add an elevated crosswalk near the Gleason Public Library. If approved by Town Meeting, this work would begin immediately.

The board discussed the need to formalize the Complete Streets Working Group into a committee appointed by the Board of Selectmen to oversee the projects. The consensus of the board was that the committee membership should include representation from the following town departments:

- Police Chief
- Fire Chief
- Town Administrator
- DPW Superintendent
- Pathways Committee
- Historical Commission
- Planning Board
- Master Plan Steering Committee

Selectman Luke Ascolillo agreed to draft a formal charter for the committee to be presented at the next Selectmen's meeting on April 23<sup>rd</sup>.

### ***Master Plan Status Report:***

The Board of Selectmen met with Planning Board chair Peter Gambino on behalf of the Master Plan Steering Committee and the request for funding for a consultant-led master planning process anticipated to take 12 months, kicking off in September 2019 and wrapping up September 2020.

The Planning process will have three phases:

1. Data Gathering & Analysis
2. Master Planning Alternatives & Ideas
3. Implementation Strategy & Documentation

In addition to regular meetings with the MPSC, the engagement strategy will include 4-5 meetings with the MPAC and key town boards as well as up to 4 community-wide public meetings. The total budget for the Master Plan including consultant fees and ancillary Town costs is \$160,000.

The budget for hiring a Master Plan Consultant is \$135,000 including consultant expenses. This number was determined by the MPSC and is based on a scope of work mock up (includes 4-6 professionals -over 1,100 hours- engaged for the one-year process) and research from comparable local towns who spent between \$143,000 and \$277,000 on their master plans.

The proposed budget for ancillary Town costs is \$25,000 and will include costs related to GIS mapping, community meetings, printing and materials.

The Board of Selectmen requested to see a copy of the Request for Proposal (RFP) prior to stating its position/recommendation to the Annual Town Meeting voters.

### ***Review Proposed Town Meeting Warrant Articles:***

## FY20 CPA Appropriations:

Luke Ascolillo on behalf of the Community Preservation Committee (CPC) updated the Board of Selectmen on the CPC's recommendation for the amounts to be appropriated from the FY20 Community Preservation Fund estimated revenues into the CPA Fund Accounts:

\$54,500 - Community Housing Reserve Fund.

\$54,500 - Historic Reserve Fund.

\$54,500 - Open Space Reserve Fund.

\$20,000 - Community Preservation Administrative Expenses.

\$361,500 - FY20 Community Preservation Budget Reserve Account.

- \$16K from the Historic Reserve Fund to the Carlisle Town Clerk for the restoration and preservation of certain Town of Carlisle records and documents dating between 1754 and 1935 and determined by the Carlisle Historical Commission to be significant in the history of the town.
- \$15K from Open Space Reserve Fund to the Carlisle Trails Committee for the restoration and construction of trails throughout the Carlisle.
- \$9K from Community Preservation Committee Administrative Expenses to the Carlisle Community Preservation Committee and Carlisle Conservation Commission for 2020 Open Space and Recreation Plan
- \$300K from Historic Reserve Fund and/or Undesignated Funds to the Carlisle Conservation Commission for the restoration of the Greenough Dam

## ***Annual Town Meeting/Election Warrants – Vote positions on warrant Articles***

**Article 1 - Consent Agenda**

**Article 2 - Town Reports**

**Article 3 - Salaries of Elected Officials**

**Article 4 - Actuarial Valuation of Post-Employment Benefits**

**Article 5 – Real Estate Tax Exemption**

**Article 6 - FY 2020 Chapter 90 Authorization**

**Article 7 - Department Revolving Funds Authorization**

**Article 8 – PEG (Public, Educational, Government) Local Access**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Articles 1-8 - Consent Agenda Items in the April 29, 2019 Annual Town Meeting Warrant. ROLL CALL: K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 9 - Fiscal Year 2019 Budget Transfers**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 9 - Fiscal Year 2019 Budget Transfers in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 10 – FY20 Operating Budget**

BoS to take a position on this warrant article on 4/9/2019.

**Article 11 – Special Appropriations**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 11 – Special Appropriations in the 4/29/2019 Annual

Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 12 - Funding for Town Master Plan - \$160,000**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 13 – Complete Streets and Crosswalk Safety Enhancements**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 13 - Complete Streets and Crosswalk Safety Enhancements in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 14 – Capital Equipment**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 15 - Municipal Facilities**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 16 – Fund Fuel Spill Remediation**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 16 - Fund Fuel Spill Remediation in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 17 – Police Station Renovation Project**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 18 – Amend Zoning Bylaws re: Ban Commercial Marijuana Sales**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 19 – Amend Zoning Bylaws re: Recreational Marijuana Facilities**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 19 – Amend Zoning Bylaws re: Recreation Marijuana Facilities in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 20 – Amend Zoning Bylaws re: Medical Marijuana**

On the motion made by Luke Ascolillo and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 20 – Amend Zoning Bylaws re: Medical Marijuana Recreation Marijuana Facilities in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 21 - Public Safety Communications Equipment Tower Lease**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 21 – Public Safety Communications Equipment Tower Lease in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 22 – CPA Annual Recommendations**

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 22 – CPA Appropriations Recommendations in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 23 – Amend Zoning Bylaws re: Section 5.12, Residential Open Space Community**

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 23 – Amend Zoning Bylaws re: Section 5.12, Residential Open Space Community in the 4/29/2019 Annual Town Meeting Warrant. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

**Article 24 – Amend Zoning Bylaws re: Section 5.8, Revisions to Solar District**

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 24 – Amend Zonng Bylaws re: Section 5.8, Revisions to Solar District in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 25 – Authorize solar facility lease(s), PILOT Agreements, easements**

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 25 – Authorize solar facility lease(s), PILOT Agreements, easements in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 26 – School Parking Lot Resurfacing Project**

BoS to take position on this warrant article at its next meeting on 4/9/2019.

**Article 27 – Amend General Bylaws re: Right to Farm bylaw**

On the motion made by Alan Lewis and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 27 – Amend General Bylaws re: Right to Farm bylaw in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 28 – Accept MGL Ch. 140, s. 139, no dog license fee for residents over age 70**

On the motion made by Luke Ascolillo and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 28 – Accept MGL Ch. 140, s. 139, no dog license fee for residents over age 70 in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 29 – Amend General Bylaws re: Section 12.1, add to list of scenic roads**

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 29 - Amend General Bylaws re: Section 12.1, add to list of scenic roads in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 30 – Funding for Spalding Field Study**

BoS to take a position on this warrant article at its next meeting on 4/9/2019.

**Article 31 – Concord-Carlisle Regional School District Capital Project**

No position

**Article 32 – Vote to dissolve Carlisle Housing Authority**

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 32 – Vote to dissolve Carlisle Housing Authority in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 33 - Amend General Bylaws re: Section 3.26 Housing Authority**

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen to support Warrant Article 33 - Amend General Bylaws re: Section 3.26 Housing Authority in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

**Article 34 – Citizen Petition re: Easement from Town for nitrogen loading credits**

No position

**Article 35 – Citizens' Petition to Amend General Bylaws Section 10.1**

On the motion made by Kate Reid and seconded by Luke Ascolillo, it was unanimously **VOTED** that the Board of Selectmen not to support Warrant Article 35 - Citizens' Petition to Amend General Bylaws Section 10.1 in the 4/29/2019 Annual Town Meeting Warrant. **ROLL CALL:** K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.

### ***Town Administrator's Report:***

1. The Police Department has requested use of Center Park for a departmental cookout on April 2th from 11:00am – 3:00pm.

On the motion made by Luke Ascolillo and seconded by Kate Reid, it was unanimously **VOTED** to approve the Police Department's request to use Center Park for an event on Saturday, April 27<sup>th</sup> from 11:00am – 3:00pm. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

2. The Municipal Facilities Committee has submitted a proposed amended charge for approval by the Board of Selectmen. The purpose of proposed change is to provide two non-voting positions on the committee for the Town Facilities Manager and the School Facilities Managers.
3. The Carlisle Conservation Commission has requested that members Alex Parra and Dan Wells both be appointed to the Cranberry Bog Working Group (CBWG) as full-time members.

On the motion made by Luke Ascolillo and seconded by Kate Reid, it was unanimously **VOTED** to appoint Alex Parra (31 Bellows Hill Road) as a full time members to the Cranberry Bog Working Group for a term that will expire June 30, 2020. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

On the motion made by Luke Ascolillo and seconded by Alan Lewis, it was unanimously **VOTED** to appoint Dan Wells (172 Woodridge Road) as a full-time member to the Cranberry Bog Working Group for a term that will expire June 30, 2020. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

4. The Garden Club has requested use of the Town Common for the Garden Club's Country Garden Tour on June 7 and 8 of this year.

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously **VOTED** to approve the use of the Town Common for the Garden Club's Country Garden Tour to be held on June 7<sup>th</sup> and June 8<sup>th</sup>. ROLL CALL: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*

5. The Board of Selectmen received the revised draft policy regarding personnel requests/changes regarding personnel change requests which has been forwarded to the Personnel Board for their review/input.

Nathan Brown requested that the Board of Selectmen review and send comments to him. This matter will be placed on a future agenda after Town Meeting.

6. Backup Ambulance

Nathan Brown explained that there is an opportunity to retain the old ambulance with funds from the Ambulance fund.

7. Eagle Scout Proclamation:

The Board of Selectmen signed a proclamation to be presented to Douglas A.G. Stevenson, Jr. in recognition of his achievement as an Eagle Scout. Douglas planned, built shelves and a workbench in the basement of the Highland Building to provide storage for the Council on Aging.

***Meeting Schedule:***

- April 22, 2019 – Finance Committee, FY20 Budget Hearing, Clark Room,
- April 23, 2019 – Final Selectmen's meeting prior to Town Meeting
- April 29, 2019 – Annual Town Meeting, Corey Auditorium

***Minutes Approval:***

On the motion made by Kate Reid and seconded by Alan Lewis, it was unanimously ***VOTED*** to approve the Board of Selectmen meeting minutes of March 26, 2019 as amended.

ROLL CALL VOTE: *K. Kissinger-Aye, K. Reid-Aye, N. Brown-Aye, L. Ascolillo-Aye and A. Lewis.*



List of documents presented at meeting:

- 1- Earthworms are invading our forests – Cary Institute of Ecosystem Studies
- 2- Carlisle Master Plan – Report to Board of Selectmen April 9<sup>th</sup>, 2019
- 3- Eagle Scout Presentation – Robert Nichol, Life Scout – Troop 1820, Acton, MA



**Cary Institute**  
of Ecosystem Studies  
Science for environmental solutions

## Earthworms are invading our forests



People tend to think of earthworms as benign or even beneficial creatures. Gardeners love them. But earthworms are not native to the northeastern United States. In regions of North America once covered by glaciers, earthworms are recent imports from Europe or Asia. They likely arrived as stowaways in ship ballast or in plants that settlers wanted to establish.

Conventional wisdom is that earthworms improve soil by aerating it, so their establishment might seem like a non-issue. But forest soils are already well aerated.

"Within about 3-5 years, the forest floor just disappears."

According to Peter Groffman, a microbial ecologist at the Cary Institute of Ecosystem Studies, when earthworms colonize forest floors, they destroy the rich layer of organic matter that sustains forest plants and animals.

"You can go out to these forests where these earthworms are and you can see basically bare mineral soil and some earthworm castes on the surface. There's great concern that this is a fundamental change in forests, making them more susceptible to erosion, reducing their ability to store carbon and nitrogen from the atmosphere, and then having a negative effect on biodiversity – especially these spring ephemeral plants like trillium and trout lily, and salamanders."

Earthworm damage diminishes the forest's ability to provide these ecosystem services.

If you live in the Northeast and use worms for composting, you are almost certainly using nonnative worms. If you fish with nightcrawlers, these big earthworms are also probably exotic in origin.

For the sake of our forests, keep worm composting operations away from forested areas and never dump bait worms in the woods.

*Produced in collaboration with WAMC Northeast Public Radio, this podcast originally aired on July 25, 2012. To access a full archive of Earth Wise podcasts, visit: [www.earthwiseradio.org](http://www.earthwiseradio.org) (<http://www.earthwiseradio.org/>).*

00:00

02:00

Cary Institute of Ecosystem Studies | Millbrook, New York 12545 | Tel (845) 677-5343

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# Carlisle Master Plan BOS Report

April 9th, 2019  
Master Plan Steering Committee

## Agenda:

1. Why we need a Master Plan
2. Master Plan process
3. Master Plan costs
4. Comparable towns
5. What we get with a Master Plan
6. Why we need to hire a master plan consultant

# Why we need a Master Plan

As the population ages, school enrollment declines, town costs rise, income and housing values stagnate and climate change looms, Carlisle needs new ideas and bold leadership to maintain our values and sustain our high quality of life.

**The Master Plan will create a citizen's forum to discuss our financial, demographic, and physical challenges and opportunities with town-wide participation.**

Every year, the BOS, FinCom, and School Committee tackle the difficult process of prioritizing the Town's needs and associated costs without a comprehensive and long-term perspective on future investments.

**The Master Plan will create a road map (with targets & metrics) for the town to plan for expenditures over multiple years, prioritize future community needs and measure progress towards meeting these goals.**

Carlisle's land, assets and financial resources are limited: embracing the interests of stakeholders and balancing priorities through a master plan process will build consensus and manage expectations.

**An integrated planning approach that takes input and builds consensus among interested stakeholders will result in a comprehensive action plan that addresses both short-term needs and long-term goals.**

## Overall Master Plan Process

- **Consultant-led master planning process anticipated to take 12 months, kicking off in September 2019 and wrapping up September 2020**
- **Planning process will have three phases:**
  - **Data Gathering & Analysis**
  - **Master Planning Alternatives & Ideas**
  - **Implementation Strategy & Documentation**
- **In addition to regular meetings with the MPSC, the engagement strategy will include 4-5 meetings with the MPAC and key town boards as well as up to 4 community-wide public meetings.**



# Master Plan Costs

- The total budget for the Master Plan including consultant fees and ancillary Town costs is \$160,000.
- The budget for hiring a Master Plan Consultant is \$135,000 including consultant expenses. This number was determined by the MPSC and is based on a scope of work mock up (includes 4-6 professionals -over 1,100 hours- engaged for the one-year process) and research from comparable local towns who spent between \$143,000 and \$277,000 on their master plans.
- The budget for ancillary Town costs is \$25,000 and will include costs related to GIS mapping, community meetings, printing and materials.

## Comparable Towns: Master Plan Feedback

### Concord: Current boards and committees identify goals and actions annually based on the Master Plan.

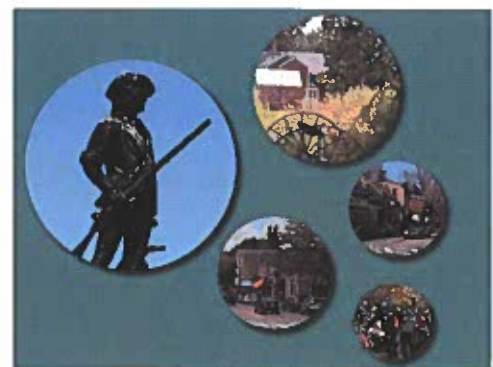
- Select Board has appointed two committees that will focus on the two Cultural Districts
- Planning Board is considering major revisions to special permit housing development options found in the Zoning Bylaw.
- Town Manager is asking town staff to incorporate recommended actions in Department goals

**\$277,000\***

Marcia Rasmussen,  
Planning Director, Concord

<https://concordma.gov/DocumentCenter/View/15250/Final-Envision-Concord-Plan-7-30-18-Full-Version-79MB>

\* Cost of consultant (\$170K) + estimate of staff time (\$107K)



## Comparable Towns: Master Plan Feedback

**Bedford: The Master Plan guides ongoing initiatives and studies and is the basis for various zoning amendments.**

“The Master Plan has guided a lot of **zoning** changes, including upgrading the Industrial and Business zoning, and potential changes to some aspects of **housing** zoning. The **analysis of housing trends and needs** has influenced the Board’s attitudes to what type of development it encourages to sites where there are choices. We contribute to things like **Ped & Bike** plan, **Strategic housing study**, **Senior Needs** survey, **referencing the Master Plan.**”

**\$235,000\***

Catherine Perry,  
Assistant Planner, Bedford

[https://www.bedfordma.gov/sites/bedfordma/files/file/file/comprehensive\\_plan\\_12\\_10\\_2013.pdf](https://www.bedfordma.gov/sites/bedfordma/files/file/file/comprehensive_plan_12_10_2013.pdf)

\* Cost of consultant (\$40K) + estimate of staff time (\$195K)



THE BEDFORD WE WANT:  
SHAPING OUR FUTURE  
COMPREHENSIVE PLAN

Bedford Planning Board  
December 2013

## Comparable Towns: Master Plan Feedback

**Boxborough: All the boards and committees are held accountable to the action items in the Master Plan.**

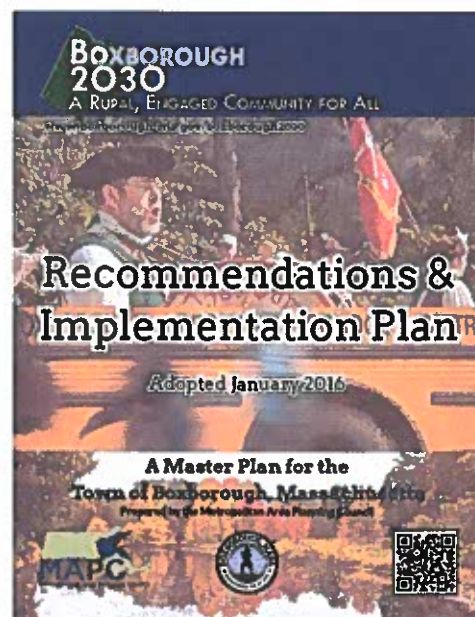
“Our Select Board, Planning Board, **Economic Development** Committee, **Water** Resource Committee, **Agricultural** Commission, and other Town Boards, Committees, and Commissions have really embraced the Master Plan and do their best to adhere to it. The Master Plan Implementation Committee holds the other Town boards, committees, and commissions **accountable for the action items [that] they are assigned, in the Master Plan.**”

**\$143,000\***

Adam Duchesneau,  
AICP, Town Planner, Boxborough

<http://www.boxborough-ma.gov/boxborough2030>

\* Cost of consultant (\$100K) + estimate of staff time (\$43K)



## A professional is needed in this role because:

- **Objective leadership can help mitigate contentious issues**
- **It's a very labor intensive process. We cannot ask volunteers to lead this process. To date, the MPSC 1 & 2, and the MPAC have spent a combined total of over 1,500 hours. This commitment will increase over the next year to support the planning process.**
- **We need professionals with expertise in various fields including urban planning, community engagement, sustainability, landscape architecture, civil engineering, etc.. a professional firm can offer us those skill sets.**
- **A planning consultant brings new perspective, ideas, best practices and an outside assessment on how we run this town.**





# **An Eagle Scout Project in the Malcolm Meadows, Carlisle Conservation Land**

**Robert Nichol**

**Life Scout, Troop 1820 Acton**

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**Robert Nichol**

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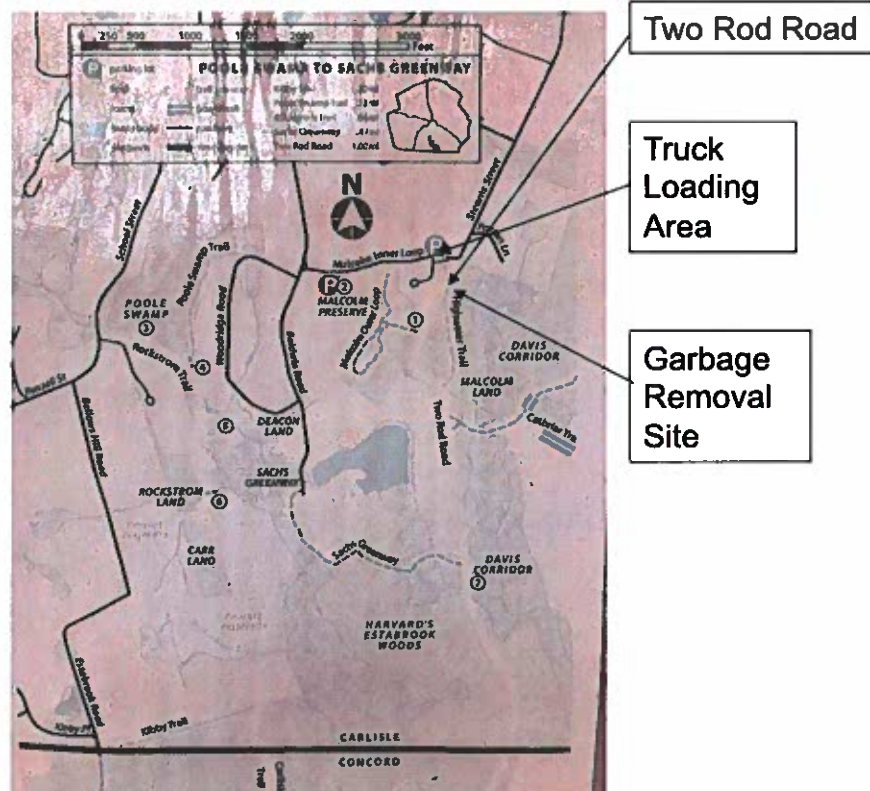
## **Outline**

- **Introduction**
- **Project Location**
- **Project Goals**
- **Materials**
- **Funding**
- **Approximate Timeline**
- **Safety Concerns**

# Introduction – The Eagle Candidate

- Scout: Robert J. Nichol
- Current Rank: Life Scout
- Home: 119 Stearns St. Carlisle, MA
- Troop: Troop 1820 – Acton,  
Church of Jesus Christ of Latter-day Saints
- Scoutmaster: Josh Myler of Bolton, MA
- Advisor: Frank Gentile of Boxborough, MA

## Project Location



# Project Goals

To make the area near an existing trail cleaner and safer and more enjoyable to the public. The area is approximately 30 ft. x 10 ft. (300 square feet)

1. Remove large and small garbage
2. Haul garbage down the Two Rod Road to a truck
3. Take garbage to Carlisle transfer station
4. Clean up rock walls
5. If we find anything of historical significance, we will donate it to the Carlisle Historical Society.

## Garbage Removal





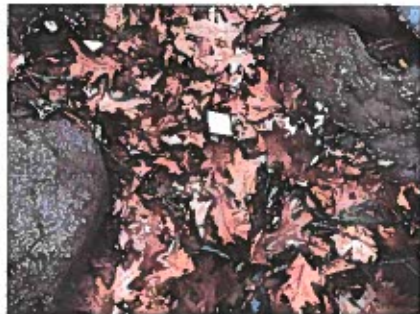
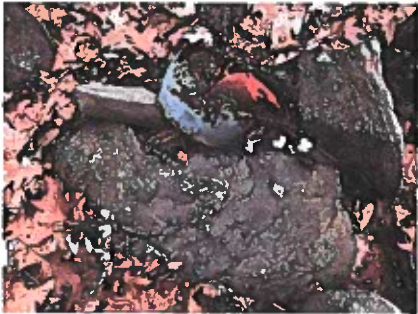
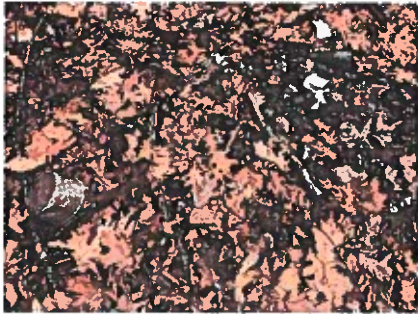
# Garbage Removal



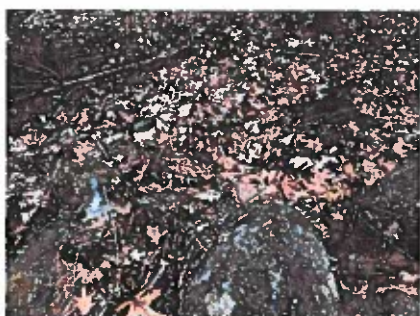
# Garbage Removal



# Garbage Removal



# Garbage Removal

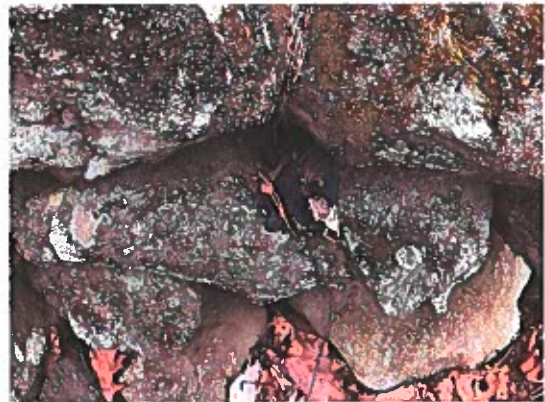




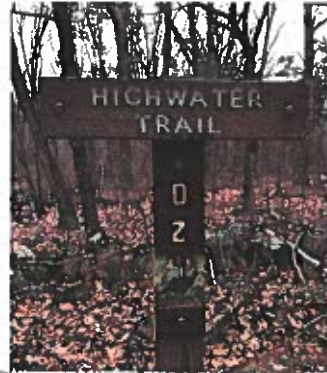
# Garbage Removal



# Stone Walls



# Trail Markers



## Materials

- Garbage bags
- Shovels
- Thick gloves
- Wheel barrows (to be borrowed)
- 1 Pick-up truck
- Large magnet
- Rakes
- Garden tools
- Custom made dirt sifter



# Funding

- **Hardware Costs:**

Garbage Bags:	\$50.00
Metal mesh and 2x4s	\$50.00
TOTAL:	\$100.00

- **Food / Beverages: Donated\***

*\*by Nichol family*

# Funding

- I will personally donate \$50 toward the purchase of the wire mesh and 2x4s.
- I will ask the Conservation Commission to donate \$50 toward the purchase of garbage bags. If they can't, I will seek a donation of garbage bags from participants.
- My parents will donate the food and drinks.

# Approximate Timeline

- Project approval from Scouts leaders: 2/15/2019
- Email request to be on the agenda to Conservation Commission 2/16/19
- Meet with Conservation Commission to get approval, permission and funding 2/28/19
- Make a request to make multiple trips to the Carlisle Transfer Station 2/29/19
- Purchase of Items: 3/9/2019
- Project Work: 4/13; 4/20; 5/4/2019 Saturdays from 9-noon

## Total Man Hours:

Expecting 10 participants for each of the three days (10 people x 3 days x 4 hrs) = 120 hours.

# Safety Issues & Approach

- Presence of broken glass and metal– Require scouts to wear strong gloves and boots
- Broken glass – Strong gloves
- Rusty Metal – Strong gloves & boots
- Poison Ivy / Oak – No shorts or short sleeves
- Bugs (especially ticks) – Appropriate bug spray

# Memo

**To:** Timothy Goddard, Town Administrator  
**From:** Sylvia Willard, Administrator, Carlisle Conservation Commission  
**Date:** March 11, 2019  
**Re:** Robert Nichol request to undertaken Eagle Scout project near trail at Malcolm Meadows

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At their Thursday, February 28, 2019 meeting the Carlisle Conservation Commission listen to Eagle Scout candidate Robert Nichol' present his plans to remove some broken glass and metal materials from a long standing debris site located on land associated with the Davis Corridor and very close to existing trails and the Malcolm Meadows Senior Residential Open Space Community. The Conservation Commission voted in full support of his project. At that meeting Mr. Nichol expressed a desire to make more than the allowed 1visit/day to the Transfer Station. He was instructed to seek approval from the Carlisle Board of Selectmen for permission.

Mr. Nichol has supplied the Commission with a full copy of his presentation.